



Master Plan Internal Procedure Sheet

Contractor must complete #'s 1-4. (If a new submittal, Building Division will enter # 1.)

OFFICE USE:
Intake Initials
Date

1. Masterfile #: _____

New Submittal

Revision to Existing

Requested Correction to Deficiency Letter

Yes

☐☐☐

No

☐☐☐

2. Plans Submitted: Paper ☐ PDF - CD ☐ PDF - EMAIL ☐

3. Engineering Communication Authorization:

I, (Printed Name) _____, authorize Lake County Building Division, Plan Review, to communicate directly with the Engineer of record using any method to discuss/clarify plan deficiencies and questions regarding submitted plans.

Date _____ (Signature) _____

Notes _____

Engineer's Information:

Name _____

Phone # _____ Fax # _____

Email _____

4. Contractor's Information:

Contractor's Name _____

License # _____

Telephone # _____ Fax # _____

Email _____

5. Plans Examiner

Permit Type _____ Model Name _____

Review Comments _____

Contacted Contractor to pick up: Date _____ Initials _____

Picked up by _____ Date _____